

STAFF SEARCH PROCESS

Search and Screen Committee Chair Training

A representative from The Office of Equal Opportunity/Affirmative Action/University ADA Services (EAU) Office will conduct trainings (as needed) with each appointed Search and Screen Committee Chair. Information discussed will consist of the importance of creating an effective job announcement, recruiting through diverse advertising outlets and evaluating credentials for each person who applies in relation to the posted job announcement. In addition, statistical analyses from the university's Affirmative Action Plan will be shared with the Search and Screen Committee Chair as the job search is initiated.

If there is an underrepresentation of minorities and/or females in the hiring unit, recruitment efforts such as including statements relating to diversity in the job announcement when recruiting for a vacant position, advertising to diverse outlets and communicating with local, regional and national organizations to increase the diversity of the applicant pool should be implemented.

Note: A video of the training is available online at the EAU website.

Form 1: Advertisement Stage

Form 1 (with an attached copy of the proposed advertisement illustrating minimal qualifications) should be completed by the Administrator of Initiating Unit. Preferred and/or desired qualifications should not be listed; therefore, please refer to the sample job announcements: Sample Staff Job Advertisement. It is strongly encouraged for the department conducting a search to send a draft of the Form 1 and the job announcement to HR and EAU prior to receiving signatures from the below individuals. This will provide an opportunity for revisions to be made (e.g. correct position numbers to be added) and expedite the process. Once the proposed advertisement is reviewed, the information will be provided to the Administrator of the Initiating Unit and should be signed by the following persons in the below order:

1. Search and Screen Committee Chair (*if applicable*)
2. Department Head or Director
3. Dean (*if applicable*)
4. Academic Affairs (*if applicable*)
5. Senior Division Administrator or Vice President
6. Department of Human Resources
7. Office of Equal Opportunity/Affirmative Action/University ADA Services

Optional: Additional signature (aside from the Vice President's assistant) who is approved to receive all email correspondence and/or approvals. This section is located at the bottom of the Form 1.

The “Administrator of Initiating Unit” is the person who is ultimately responsible for recommending a candidate to be hired, and may be a Department Head, Director, Dean (if applicable), Senior Division Administrator or Vice President, depending on the position being searched. It is recommended that the hiring official not serve on the Search and Screen Committee.

Western Kentucky University values diversity. Please ensure your applicant pool consists of diversity by utilizing good faith efforts in recruitment, evaluations, and include qualified applicants. In all circumstances, the Senior Division Administrator, Dean (if applicable), Department Head and/or Director are each responsible for ensuring the following:

- The position is advertised as required by university policy,
- The position advertisements generate an appropriate applicant pool,
- The Search and Screen Committee membership is as diverse as possible in terms of race and gender.

The EAU will review and approve the Form 1, and the position announcement. Upon approval, the EAU will notify the Search and Screen Committee Chair, the Department Head or Director, the Dean (if applicable), and the Senior Division Administrator, via email stating the recruitment process may proceed. The EAU will send the original Form 1 to Human Resources. HR receives all application materials and is responsible for providing each applicant with an Applicant Statement, an opportunity to complete Affirmative Action/Equal Opportunity Self Identification information.

Form 2: Proposed Candidates Selected for Interview

Upon expiration of the application review of application date, the Search and Screen Committee will review all application materials and provide strengths and weaknesses to the Administrator of Initiating Unit for selection of interviewees.

A Search and Screen Committee is not required or permitted to select an applicant for interview solely on the basis of the applicant's race and/or gender. Each candidate selected for interview should be selected on the basis of his or her qualifications in relation to the stated job description and posted job announcement. Please refer to the sample resume review document: [Resume and/or Vita Review Summary](#). The EAU may request this document for any applicant who is a protected class.

Using the electronic system, please review the following steps to enter information about each applicant:

- 1) Go to the WKU Homepage at www.wku.edu;
- 2) Type "eoo" after the website address so it reads www.wku.edu/eoo and arrive at the EAU homepage;
- 3) On the left side, find the section that says "Equal Opportunity/Affirmative Action" and click "Position Hiring Process";
- 4) Click "Staff Search Process" and read the Staff Hiring Guidelines;
- 5) Click, "I have read the guidelines";
- 6) Return to the EAU homepage. Under Equal Opportunity/Affirmative Action, click "Forms 1, 2, 3, EPAF & Waiver" and click "Complete Form 2 online";
- 7) Enter your WKU ID and Pin;
- 8) Enter your Requisition and Position Numbers;
- 9) Click on the name of your first applicant and complete their information in the Applicant Status Update System:
 - a) A value of "Yes" or "No" is entered in the "Request to Interview" drop down box for all applicants. Individuals who apply are evaluated by using the following:

- Met all required qualifications and selected for an interview
 - Met all required qualifications
 - Did not meet all required qualifications
 - Incomplete application
 - Request to offer position to applicant
- b) For each individual not qualified for an interview, please make sure you click the round button that best illustrates the reason they are not selected to the Form 2. In addition, please be very descriptive about the required qualification(s) the individual(s) did not meet. The information should be typed in the section directly above (sometimes referred to as the gray box) the “update button” at the bottom of the screen. **Note:** The “gray box” will be completed for individuals selected for an interview after interviews are conducted;
- c) Years of relevant work experience is also required for each person who applied, and should be entered at this time.
- d) After all information is entered, press “update” at the bottom and repeat step 10 for the remainder of the individuals who are not selected for an interview.

For individuals not selected for an interview, the open section located above the “update” button should be completed. The open section will be completed for individuals selected for an interview after interviews are conducted. Years of relevant work experience is also required for each person who applied, and should be entered at this time. Using the Applicant Status Update System, the Search and Screen Committee Chair and/or the Administrator of the Initiating Unit will indicate which applicants are selected for an interview. The Form 2, application materials for each individual recommended for interview and the Applicant Pool Worksheet should be approved by the following:

1. Search and Screen Committee Chair (*if applicable*)
2. Department Head or Director
3. Dean (*if applicable*)
4. Academic Affairs (*if applicable*)
5. Senior Division Administrator or Vice President
6. Department of Human Resources
7. Office of Equal Opportunity/Affirmative Action/University ADA Services

Race and Gender Request: Applicant Pool Worksheet

The Senior Division Administrator will notify the EAU upon receipt of the Form 2, the Applicant Pool Worksheet, and corresponding materials. Immediately following notification, The Office of Equal Opportunity/Affirmative Action/University ADA Office will provide information regarding race and gender for those applicants who returned a Self Identification Form.

The EAU will send an email to the Search and Screen Committee Chair (*if applicable*), the Administrator of the Initiating Unit, the Dean (*if applicable*), and the Senior Division Administrator, in addition to the completed Applicant Pool Worksheet. The university values diversity. Please ensure your applicant pool consists of diversity by utilizing good faith efforts in evaluations and include qualified applicants. The Senior Division Administrator will communicate with the Search and Screen Committee Chair (*if applicable*), the Administrator of Initiating Unit, and the Dean (*if applicable*) regarding any reconsideration and/or good faith efforts for evaluating each applicant.

The Department Head, Director, Dean (if applicable), and/or Senior Division Administrator are each responsible for ensuring Search and Screen Committees comply with the University’s Equal Opportunity/Affirmative Action policies and procedures, and that applicants are not being excluded or passed over in the hiring process for inappropriate and/or illegal reasons or biases. These officials shall consider the most recent availability/utilization analysis for the hiring Department, as applicants are selected for interview, and shall ensure applicants within the underutilized class(es) are being given equal and appropriate consideration(s).

The Form 2, the Applicant Pool Worksheet and copies of each document requested in the job announcement (e.g. completed application, cover letter and resume) of each individual recommended for an interview will be forwarded to the EAU for approval. The Senior Division Administrator is responsible for responding to any concerns raised by the EAU. The EAU will advise the Search and Screen Committee Chair, the Administrator of Initiating Unit, the Dean (if applicable), and the Senior Division Administrator via email when the Form 2 has been approved. The EAU will return the original Form 2 to Human Resources.

During the interview, an interview evaluation sheet can be utilized by the chair and each committee member; therefore, please refer to the sample: Interview Evaluation Sheet. If used, each evaluation sheet should be signed by each search and screen committee members.

Form 3: Proposed Candidate Selected for Hire

Using the Applicant Status Update System, the Search and Screen Committee Chair (after consultation with the Search and Screen Committee), will complete the “Interview Narrative” encompassing strengths and weaknesses for each candidate without selecting, ranking, or recommending any single candidate. This information will be forwarded to the Administrator of the Initiating Unit; therefore, Form 3: Part I should be printed at this time.

The Administrator of the Initiating Unit shall review Form 3: Part I - Interview Narrative, and will complete Form 3: Part II – Hiring Recommendation. The Administrator of Initiating Unit is authorized to forward a recommendation in accordance with the university’s standard procedures. The Administrator of Initiating Unit, Department Head, Director, Dean, and Senior Division Administrator or Vice President also has the following options (with approval from the EAU Director):

1. Consider individuals who applied after the review of application date
2. Extend the job advertisement’s review of application date
3. Cancel or fail the search
4. Re-advertise with revisions to the initial job announcement

The Form 3 (Part I and II) will be forwarded by the Administrator of the Hiring Unit in the below order:

1. Search and Screen Committee Chair (*if applicable*)
2. Department Head or Director
3. Dean (*if applicable*)
4. Academic Affairs (*if applicable*)
5. Senior Division Administrator or Vice President
6. Department of Human Resources

7. Office of Equal Opportunity/Affirmative Action/University ADA Services

The EAU shall also review and approve the Form 3: Parts I and II, and is authorized to contact the Senior Division Administrator with any concerns regarding the search process. The EAU will notify the Administrator of the Initiating Unit, via email, stating an offer may be extended contingent upon recommendation by the President and the official approval by the Board of Regents. The EAU will return the original Form 3 to Human Resources.

If/When a candidate accepts or declines an offer, The EAU should be notified immediately. The Administrator of the Initiating Unit may:

1. Cancel the search,
2. Select another candidate from those candidates already interviewed,
3. Access the Applicant Status Update System to generate a new Form 3: Parts I and II,
4. Elect to request the Search and Screen Committee to interview additional candidates.

For all positions, except for Faculty, please send all documentation gathered during the hiring process to the Human Resources department.

Electronic Personnel Action Form (EPAF): Final Hiring Stage

If/When the candidate accepts the offer, all application materials must be returned to Human Resources once an EPAF has been completed and approved by the Vice-President, Director, Dean (if applicable), Department Head, and EAU. The EPAF will be processed in accordance with university procedures.